

## **POSITION VACANCY ANNOUNCEMENT**

**Central Library**

**December 12, 2012**

**Library Aide  
12-16 hours per week**

**ADS Department/Tech Center**

### **Position Summary:**

- Provides assistance and technology support to patrons utilizing services within the Tech Center.
- Monitors public areas.
- Distributes and shelves periodicals as needed.
- Discharges discarded materials.
- Performs tasks to support reference and periodical collection maintenance.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Familiarity with copiers, printers and fax machines.
- Demonstration of basic computer proficiency/keyboarding.
- Demonstration of excellent customer service skills.
- Ability to verbally communicate instruction clearly and concisely.
- Interpersonal and judgment skills necessary to work effectively with patrons, staff and visitors.
- Evidence of excellent attendance, punctuality and dependability.

### **Salary**

\$8.00 - \$10.50

### **Schedule**

Monday and Wednesday 1-5 pm; 2-3 Saturdays monthly (9am – 1pm or 1pm – 5pm) with flexible scheduling for remaining 4 off-desk hours.

### **Available**

Immediately

Applications available in the Administrative Office or at [www.kpl.gov/jobs](http://www.kpl.gov/jobs)  
Completed applications should be sent to Terry New in the  
Administrative office.